

**FRESNO, CALIFORNIA**  
**CLASS SPECIFICATION**

**SUPERVISING HUMAN RESOURCES TECHNICIAN**

---

**FLSA STATUS:**

Exempt

**CLASS SUMMARY:**

The Supervising Human Resources Technician is the second level in a five level Human Resources series. Incumbents provide supervision related to an assigned technical function within the Personnel department and participates in performing related complex technical responsibilities.

Distinguishing characteristics within the class, depending upon specialized area of assignment are, responsibility for supervising and participating in complex technical activities related to benefits, class & compensation, employee relations, organizational development & training, recruitment & examination or risk management.

The Supervising Human Resources Technician is distinguished from the Human Resources Technician by its first-line supervisory responsibilities. The Supervising Human Resources Technician is distinguished from the Human Resources Analyst, which is responsible for professional analytic human resources work related to an assigned area of responsibility.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

- |    |   |              |
|----|---|--------------|
| 1. | Supervises staff including prioritizing and assigning work; coaching; conducting performance evaluations; ensuring staff are trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring and disciplinary recommendations.   | Daily<br>15% |
| 2. | Supervises the daily operations in assigned area of responsibility, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards. | Daily<br>25% |
| 3. | Supervises and participates in the receipt, review, and entry of a variety of specialized information, ranging from routine to complex, into databases; compiles data and prepares related reports, correspondence, and collateral materials.   | Daily<br>20% |
| 4. | Supervises and participates in the preparation, processing, evaluation, and maintenance of a variety personnel records, documents, files, logs, applicants, benefits and status changes, and/or other related human resources information.  | Daily<br>10% |
| 5. | Interprets, applies, and communicates City policies, rules, and regulations pertaining to assigned area of responsibility.  | Daily<br>10% |

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**SUPERVISING HUMAN RESOURCES TECHNICIAN**

---

<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
6.	Assists in developing, implementing, maintaining, and revising information processing procedures and controls for personnel records systems; provides training and guidance for staff engaged in operating such systems.	Weekly 10%
7.	Compiles, organizes, and prepares a variety of detailed reports regarding operations and activities in assigned area of responsibility.	Weekly 5%
8.	Performs other duties of a similar nature or level.	As Required

**Training and Experience** (positions in this class typically require):

- Associate Degree and three years of related experience including one year of lead or supervisory experience are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C license.

**Knowledge** (position requirements at entry):

Knowledge of:

- Supervisory principles and practices
- Principles and practices in assigned area of responsibility
- Modern office procedures and equipment
- Human resources principles and practices
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Business English, grammar, and spelling
- Mathematical concepts
- Research methods
- Customer service policies, principles and practices
- Automated human resources information systems
- Recordkeeping principles and practices
- Computers and applicable software and database systems

# **FRESNO, CALIFORNIA**

## **CLASS SPECIFICATION**

### **SUPERVISING HUMAN RESOURCES TECHNICIAN**

---

#### **Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritizing and assigning work
- Training employees in proper work methods
- Using computers and applicable software applications
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Providing customer service
- Monitoring and participating in the preparation and maintenance of operational reports, logs, and records
- Compiling and analyzing data and information
- Work in a changing environment
- Maintaining confidentiality
- Managing multiple priorities simultaneously
- Interpreting, applying, and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Preparing and performing mathematical calculations
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business/organizations, elected and appointed officials, etc. sufficient to exchange or convey information and give and/or receive work direction

#### **Physical Requirements:**

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, pulling and pushing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008